



<http://www.ieu.edu.tr/tlc/>

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Blackboard Collaborate (Bb Collaborate) is the virtual classroom (or web conferencing) tool available at IUE which enables voice, video and text interaction between students and lecturers.

This guide outlines how to access Collaborate via Blackboard and overviews the essential features required as a student to participate in online sessions. It is advised that you read this guide and take the necessary steps before participating in your first online session.

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A. Hardware & System Requirements

In order to access and participate in the Bb Collaborate virtual classroom the following are required:

A desktop/laptop with

- a reliable Internet connection (preferably broadband)
- web browser software (i.e. Firefox, Safari and Chrome)
- a headset (ear phones and microphone - so you can hear and speak although you may use built-in speakers/mic depending on quality)
- a webcam

To test your computer configuration do the following before the first session:

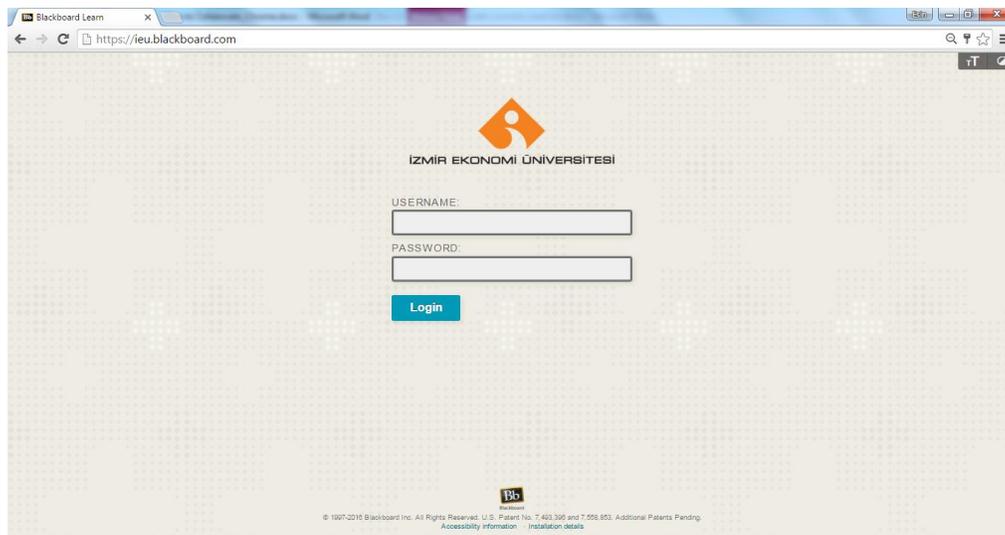
1. Check your system requirements. To see the requirements, visit [Web Conferencing System Requirements](#).
2. Make sure Java is up to date or installed (<http://java.com/tr/download/installed.jsp>).

B. Accessing the Bb Collaborate Classroom

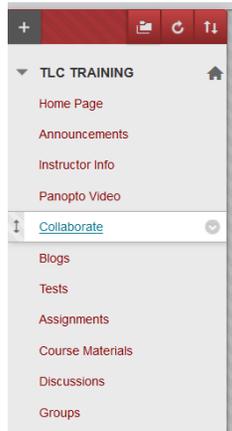
Use the following steps to join a Collaborate session on a computer using Microsoft Windows. If you are using an Apple computer, go to page 14 and see “Join a Session from a Mac” section.

If this is your **first time** using the Blackboard Collaborate Launcher: Blackboard Collaborate prompts you to **download and install the launcher**. Install it before proceeding.

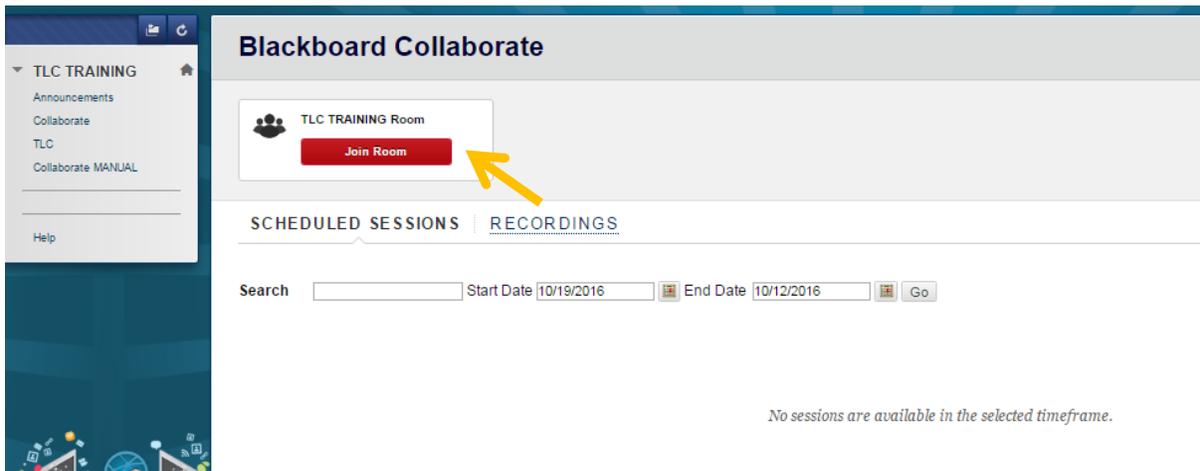
1. Log in to Blackboard.



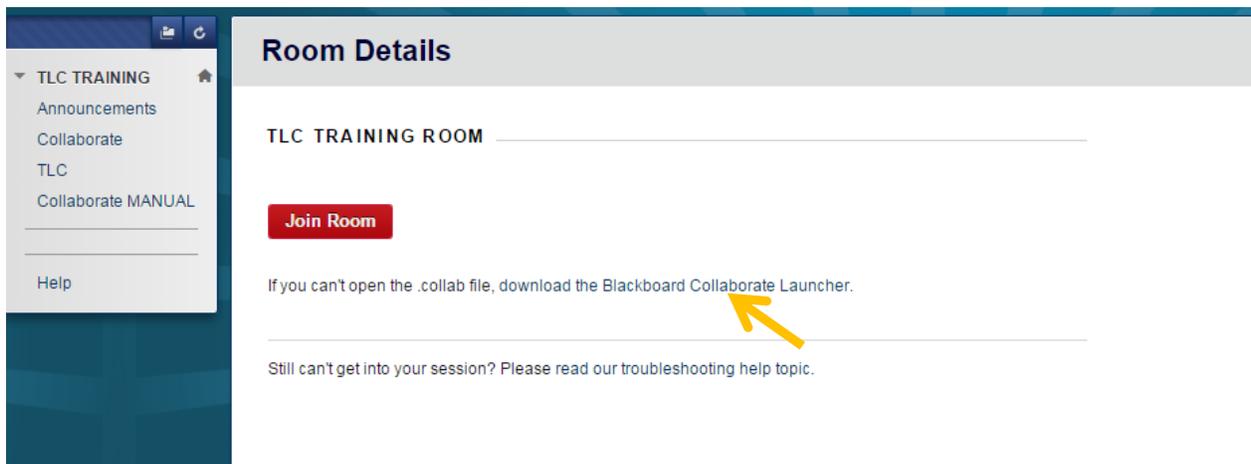
2. Select the course where you will have your Collaborate session and click on the “Collaborate” link in the menu on the left.



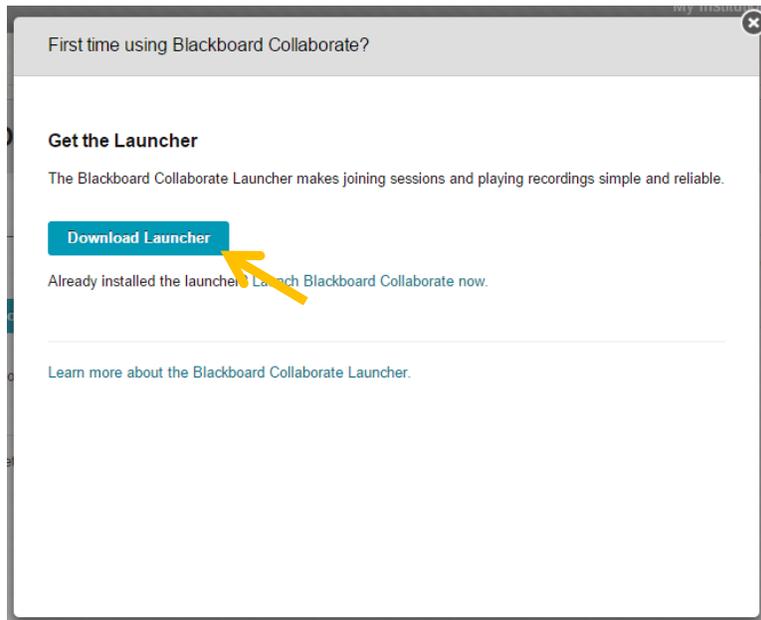
3. Click on “Join Room”.



4. Click on “download the Blackboard Collaborate Launcher” link.

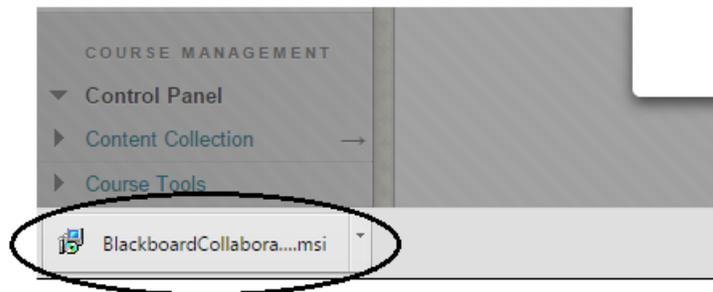


5. The following screen will appear. Click on the *Download Launcher* button.



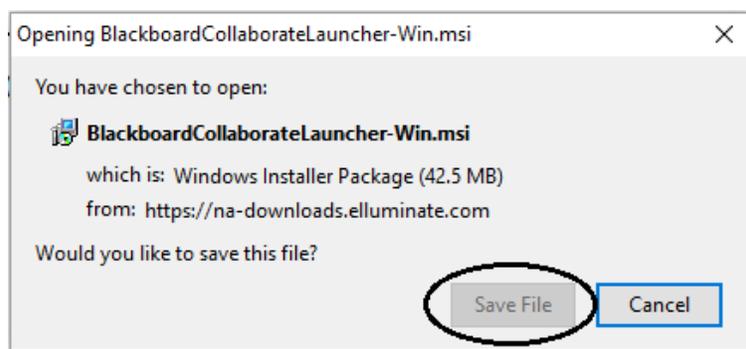
Downloading the Launcher on Chrome:

The Launcher installation file will start downloading. Once the download is done, click on the BlackboardCollaborateLauncher-Win.msi file located at the bottom left corner of the browser window.



Downloading the Launcher on Firefox:

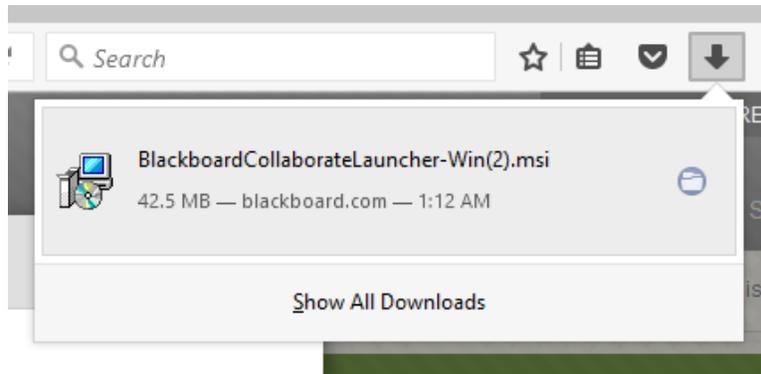
In the opening BlackboardCollaborateLauncher-Win.msi dialog box, click on the **Save File** button.



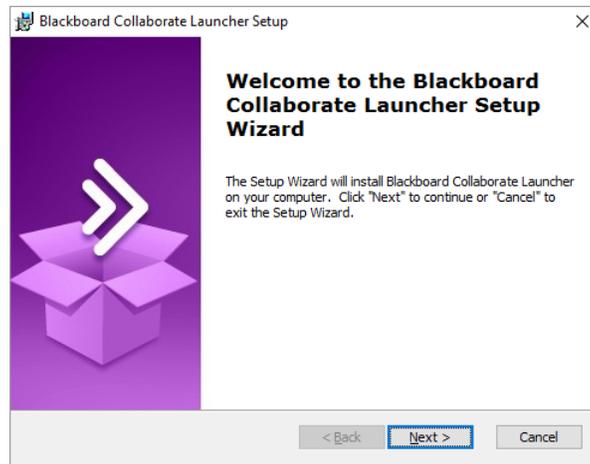
The download of the Collaborate Launcher will begin.

Once the download is complete, click on the down arrow button located at the top right hand corner of the browser window to view all downloads.

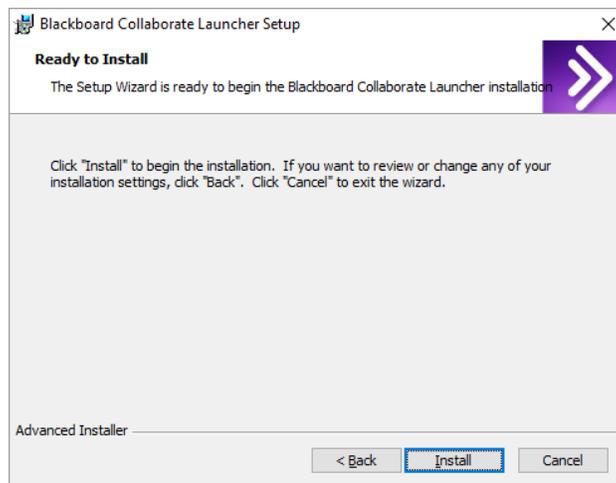
Click on the BlackboardCollaborateLauncher-Win.msi installation file to begin the installation.



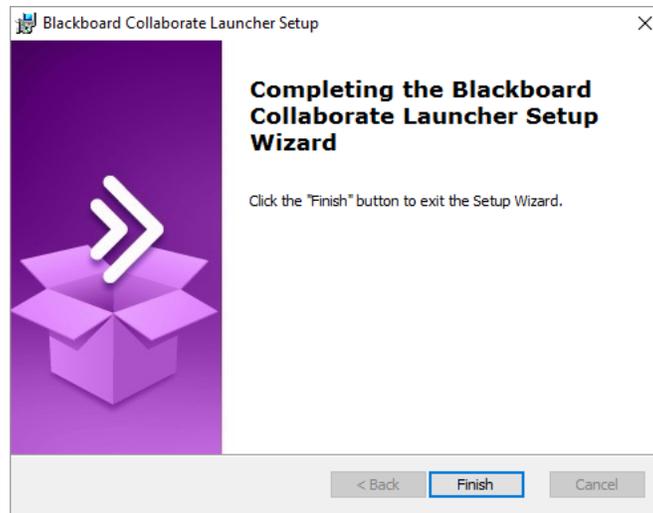
6. Setting up the Launcher: The Blackboard Collaborate Launcher Setup window will appear. Click “Next”.



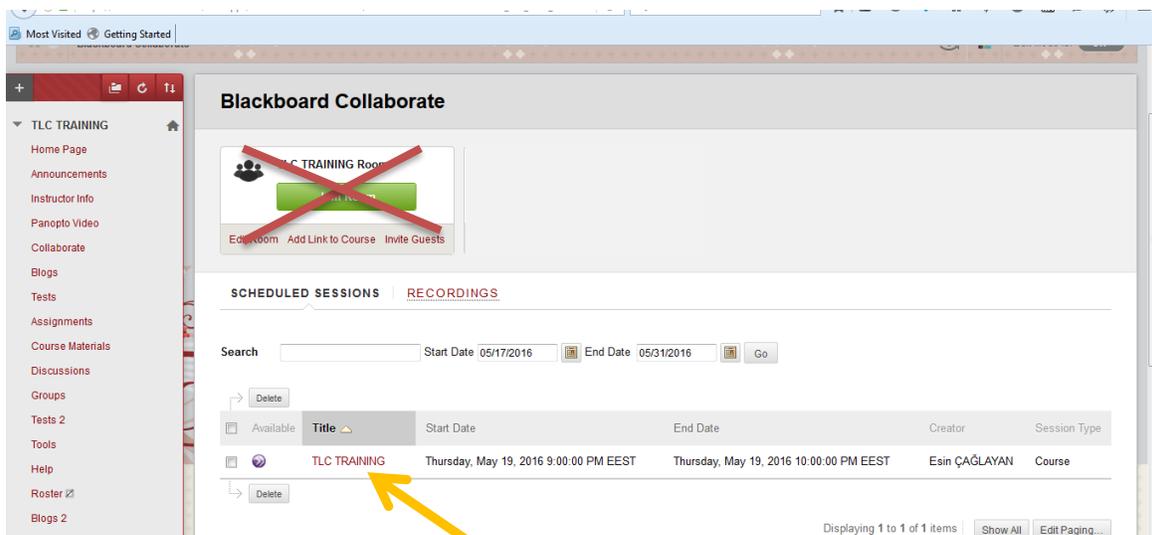
Click **Install**.



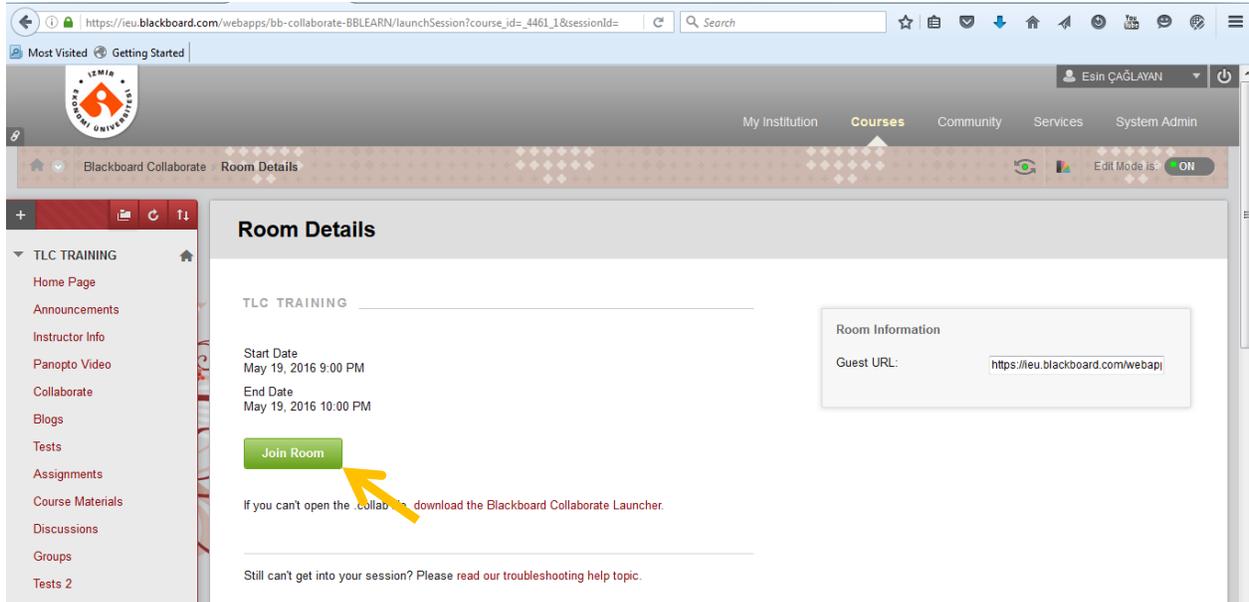
Click **Finish**. When you click Finish, you will have completed the installation of the Collaborate Launcher application.



7. To attend a scheduled session (on a specified date and time) go back to your Blackboard page, click on Collaborate item in the course menu, and then click on the link under “Scheduled Sessions”.



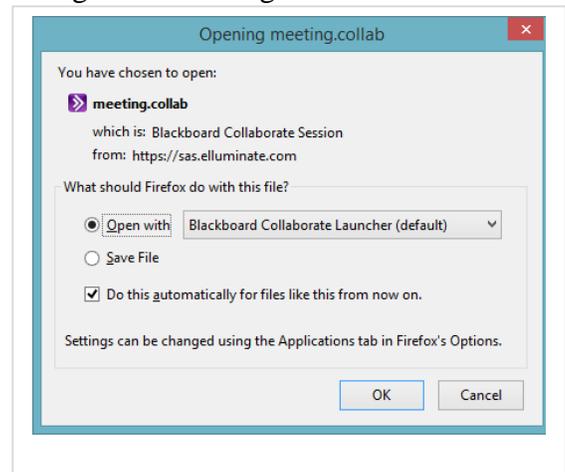
8. Click on “Join Room”.



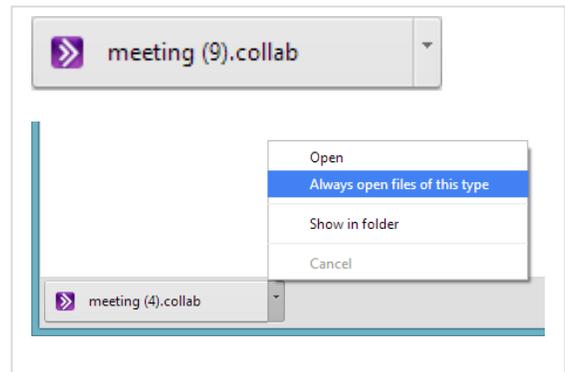
9. Your browser prompts you to open the meeting.collab file. How you open the file depends on which browser you are using.

The behavior of each browser may vary depending on how you configured its settings.

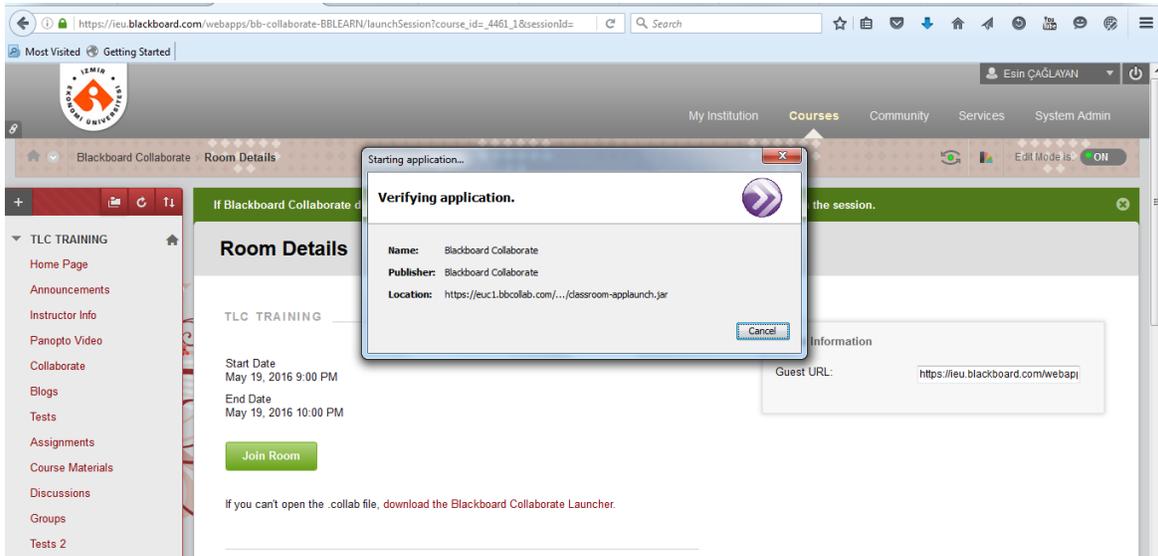
- **Firefox** asks you what to do with the .collab file. Select *Open with* and then Blackboard Collaborate Launcher from the drop-down list. If there is no drop-down list, click *Choose* and open your *Downloads* folder to select Blackboard Collaborate Launcher.



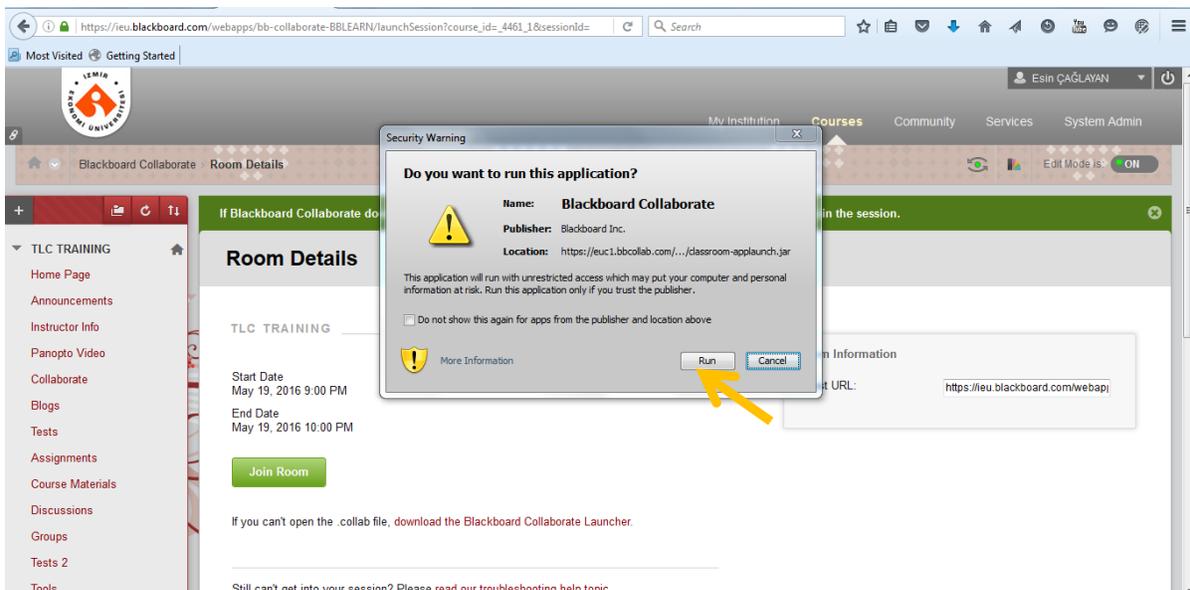
- **Chrome** presents the .collab file at the bottom of your browser window. Click the file name. If you want future session files to open automatically, select *Always open files of this type* from the menu and then double-click the file name.



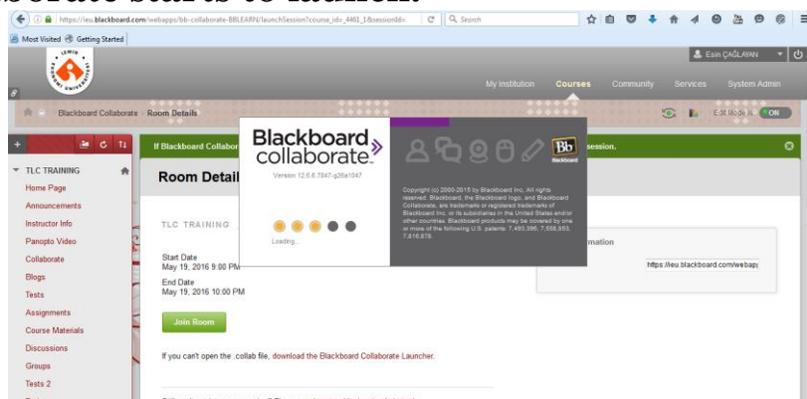
10. You will see the following box. Wait until verification is completed.



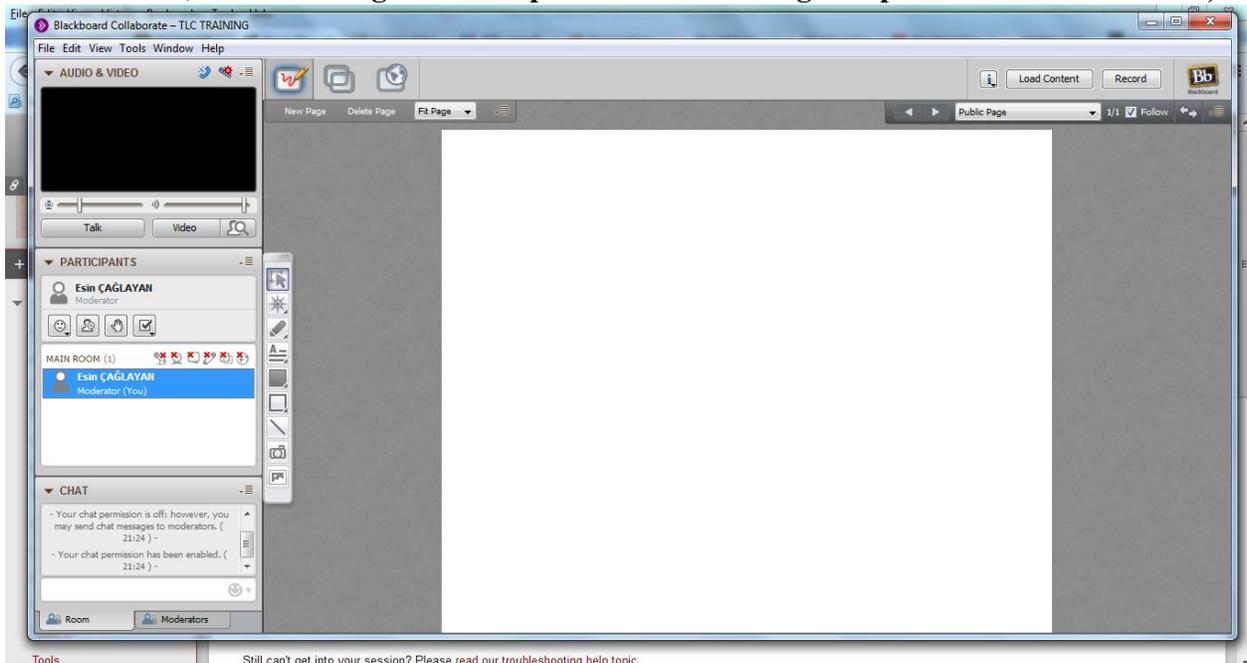
11. You will see the following dialog box. Click on “Run”.



12. Collaborate starts to launch.



13. Once a Black board Collaborate session launches, it should look like this (Mac users might have to press the window's green plus button to maximize):



C. Navigate the Blackboard Collaborate interface



- Audio Video panel shows you the speaker
- Participants' panel lists everybody participating in the session including moderators.
- Chat panel allows you to have public or private chats with other participants.
- The main presentation window allows moderators to use for sharing content. By default the whiteboard is displayed when Collaborate opens.

Set up your audio and video.

Set Your Connection Speed

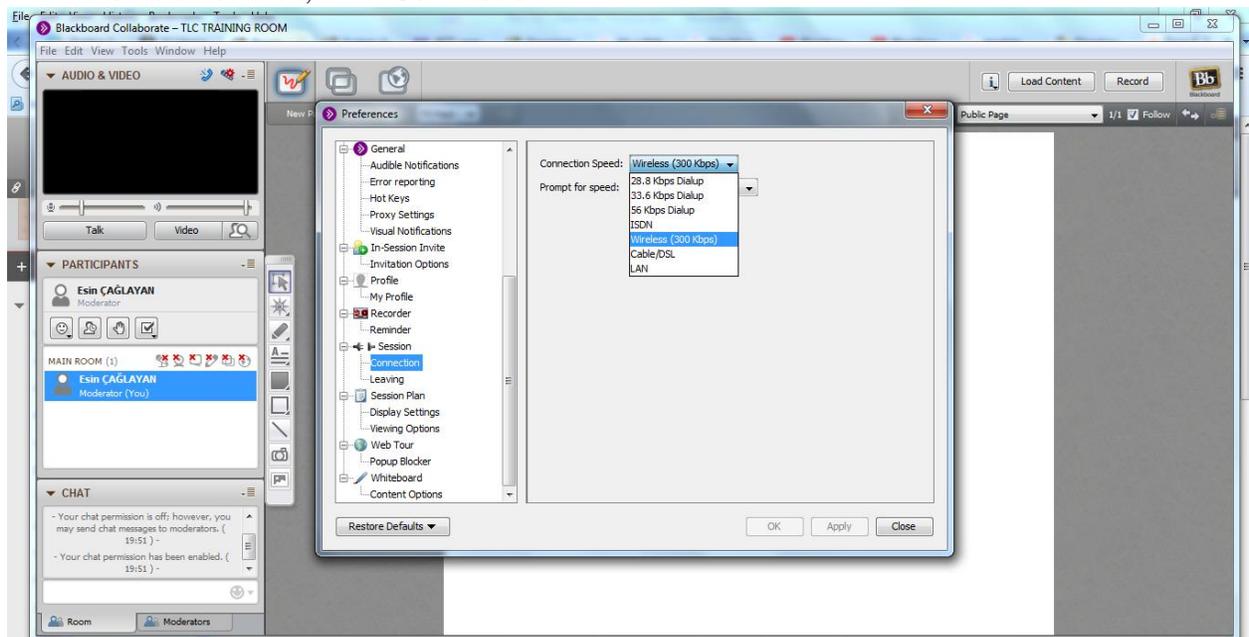
Blackboard Collaborate is designed to ensure that you always experience a session synchronized with all participants, live in real time. To do this, Blackboard Collaborate matches the rate the server sends information to you with the setting you chose for connection speed.

When you configure preferences, Blackboard Collaborate remembers the settings for each session you join on the same computer.

The speed of your connection can affect the quality of your experience. **If your connection is poor and continues to drop, try a lower connection speed. You may need to make a compromise between connection stability and quality.** For example, you may experience delays for audio, video, and application sharing.

1. Open the **Preferences** window:
 - From the **Edit** menu, click **Preferences** (Windows and Linux).
 - From the Blackboard Collaborate menu, click Preferences (Mac OS X).

2. In the Session section, click **Connection**.



In the Connection Speed drop-down list, select the modem or line speed that your computer uses to connect to Blackboard Collaborate. In most cases, this means your internet connection speed.

- 28.8Kbps Dialup: 28.8K modem
- 33.6Kbps Dialup: 33.6K modem
- 56Kbps Dialup: 56K modem
- ISDN: High-speed dedicated telephone connection
- Wireless (300 Kbps): Wireless connection
- Cable/DSL: High-speed cable connection or Digital Subscriber Line
- LAN: Local Area Network

Run the Audio Setup Wizard

After you join a session, use the Audio Setup Wizard to verify that your microphone and speaker are set up correctly. You are guided through the selection of devices, and the adjustment of your speaker and microphone volumes. Blackboard recommends that you run the wizard before the start of a session.

You can use your computer's built-in microphone and speakers. You can also add additional devices or use a headset that combines both the speaker and microphone devices.

You can join a session early to run the wizard. If you run it again during a session, you cannot hear any of the session's audio. Others will know you cannot hear them because the microphone icon () appears next to your name in the Participants list.

To open the wizard, click the microphone icon at the top of the Audio & Video panel.



Microphones

When you launch your first session, Blackboard Collaborate uses the default system microphone.

Speakers

When you launch your first session, Blackboard Collaborate uses the default system speaker device. If sound is not being transmitted by your speaker, change the device.

D. Participate fully in the session.

Bb Collaborate includes many interactive features to help you get more out of an online course. Use these features to communicate effectively with the Moderator.

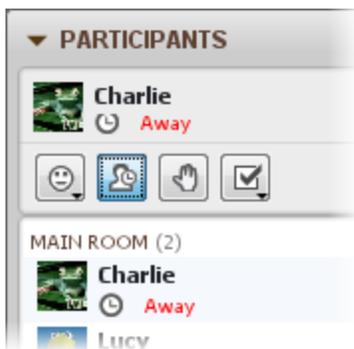
In the Participants panel, use the toolbar functions to interact with others, such as providing feedback, asking a question, and answering a poll question.



Step Away

Click Step away from the session () to alert others that you are temporarily unavailable. You can see and hear everything that occurs.

The step away indicator () and Away appear next to your name in two areas of the Participants panel.



Raise Hand

Click Raise hand to ask a question. A hand icon and number appear with your name.



To lower your hand, click Lower Hand.

Participants with raised hands appear first in the participants list. When multiple participants raise hands, the numbers indicate the order.

Using Emoticons

During a presentation, you can provide visual feedback. Point to *Show emotion* to select an icon from the drop-down list. In the participants list, the icon you choose appears next to your name for a short time.

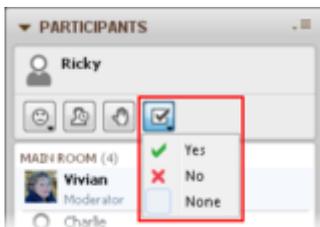


Polling

During a session, a moderator may ask you to participate in a poll for quick knowledge checks or surveys. Depending on the type of poll, you can choose from the following answers:

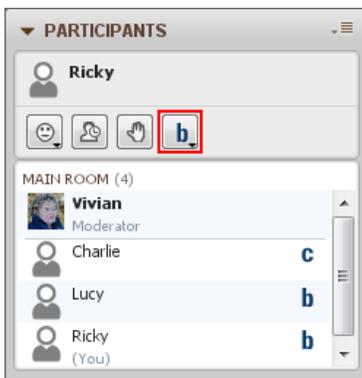
- Yes and No options—the default
- Multiple choice responses, A – C
- Multiple choice responses, A – D
- Multiple choice responses, A – E

Point to Respond to poll to select a response from the drop-down list.



When a moderator chooses a different type of poll, the available responses change.

If a moderator allows it, participants can see all responses. Your response also appears on the toolbar.



Chat

The Chat panel enables you to exchange text messages with others in the session.

You will know someone is entering a Chat message when the blue Chat activity indicator () appears next to their name in the Participants list.

If the message text box in your Chat panel says "Send a chat to the Moderator", the menu option *Send a Private Chat* in a selected person's option menu is disabled or the Chat permission "off" indicator is displayed next to your name in the Participants list, it means you do not have permission to use Chat. You will, however, always be able to read Chat messages and send a message to the Moderators.

The Whiteboard

The Whiteboard is the most commonly used (and default) mode of the Blackboard Collaborate web conferencing Content area. It is used for giving presentations (e.g., PowerPoint slides) and for collaboration between session participants, who can interact by displaying images, writing, or drawing.

If you have permission to use the Whiteboard drawing tools, the Tools palette appears in the Whiteboard Content area.

When someone is loading content into the Whiteboard or using the Whiteboard tools, the blue Whiteboard activity indicator () appears next to their name in the Participants list.

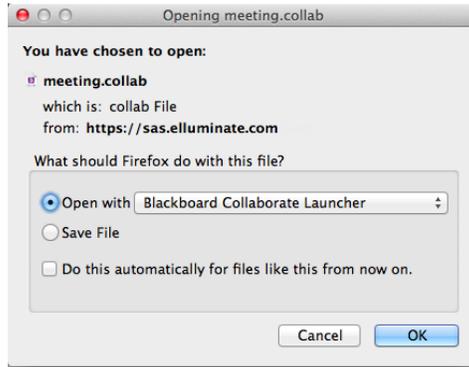
Reminders

- Be sure to join the session 5 – 10 minutes prior to the start.
- Set your Connection Speed to the Internet.
- Use the Audio Setup Wizard to test your microphone and speakers.
- Participate in the session by responding to polls and providing feedback to the moderator.
- Raise your hand () when you have a question or a comment.
- Use Chat to send text messages to other participants and the moderator during the session.
- Remember that running other applications on your computer can slow your connection to the session.

Join a Session from a Mac

Use the following steps to join a session on an Apple computer:

1. Access the Room Details page and click Join Room. Three things can happen:
 - If this is your first time using the Blackboard Collaborate Launcher: Blackboard Collaborate prompts you to download and install the launcher. Install it before proceeding.
 - If you installed Blackboard Collaborate Launcher: Blackboard Collaborate prompts you to open the meeting.collab file.
2. Your browser prompts you to open the meeting.collab file. How you open the file depends on which browser you are using. The behavior of each browser may vary depending on how you configured its settings.
 - Firefox asks you what to do with the .collab file. Select Open with and then Blackboard Collaborate Launcher from the drop-down list. If there is no drop-down list, click Choose and open your Downloads folder to select Blackboard Collaborate Launcher.

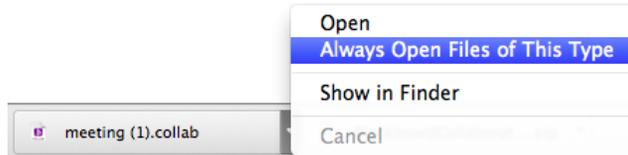


The option Do this automatically for files like this from now on does not work due to a bug in Firefox. If you want to open files automatically next time, use Chrome.

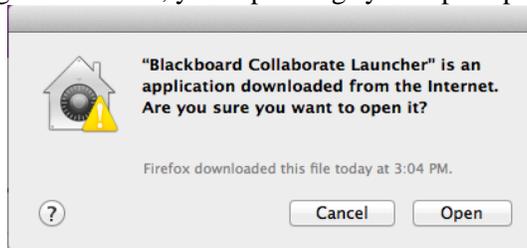
- With Safari, open your Downloads folder and then open the .collab file.
- Chrome presents the .collab file at the bottom of your browser window. Click on the file name.



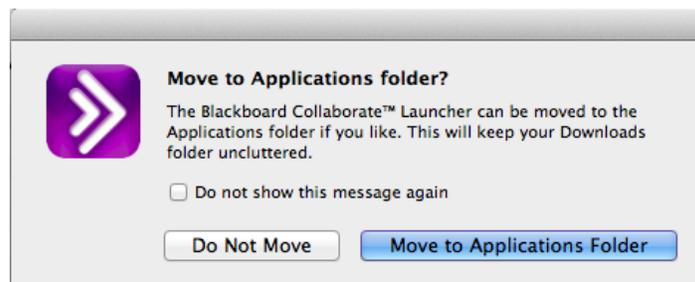
If you want future session files to open automatically, select Always open files of this type from the menu and then double-click the file name.



3. If this is your first time using the launcher, your operating system prompts you to open it. Click Open.



4. Blackboard Collaborate prompts you to move the launcher to the Applications folder. Although this is not necessary, doing so will help keep your Downloads folder uncluttered.



For the following steps, refer to **Setting up the Launcher** section on page 4.